



**HEADQUARTERS**  
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**CTWG STAFF CALL  
MINUTES  
17 May 2006**

Attendance:

WING COMMANDER  
SR ADVISOR TO THE COMMANDER  
STATE DIRECTOR  
CTWG SAFETY OFFICER  
IG  
LEGAL OFFICER  
AIRCRAFT MAINTENANCE OFFICER  
ADMINISTRATIVE/PERSONNEL  
DIRECTOR OF COMMUNICATIONS  
ASSISTANT DIRECTOR OF COMMUNICATIONS  
LICENSING OFFICER  
GROUND OPERATIONS OFFICER  
FLYING SAFETY OFFICER  
DIRECTOR OF OPS/ES OFFICER  
ASST. DIR. OF OEPRATIONS  
EMERGENCY SERVICES OFFICER ASSISTANT  
WING TRAINING OFFICER  
WING TRAINING OFFICER ASSISTANT  
ASST WING TRAINING OFFICER  
STAN/EVAL OFFICER  
DIRECTOR OF AEROSPACE EDUCATION  
SUPPLY/TRANSPORTATION/REAL EST. OFFICER  
ASSISTANT FINANCE OFFICER  
INFORMATION MANAGEMENT ASSISTANT  
COUNTER NARCOTICS OFFICER

COL. JENSEN  
COL PALMER  
LTC ISABELLE  
LTC STIDSEN  
OPEN  
CAPT A. DI VINCENTIS  
SM T. DURMAN (NP)  
LT BAILEY  
MAJ VALLEAU  
CAPT C. KELLING (EX)  
1LT CARTIER (NP)  
LT SLEDGE  
CAPT LE BOEUF (NP)  
COL. STURGES  
COL. HERBERT  
LT CERITELLO  
MAJ SHAPIRO  
CAPT ROMANO (NP)  
CAPT HOLLIS (NP)  
CAPT DILL (NP)  
LT EGAN (NP)  
LTC BRIGNOLA (NP)  
LTC ROWEN (NP)  
CAPT SCHINITIS  
CAPT J. KELLING (NP)

(REP) Representative, (NP) Not Present, (EX) Excused

COLONEL Jensen called meeting to order at 1936L.

**COLONEL JENSEN**

- Our new Finance Officer is not here tonight. He is on the road with his job. We are officially in transition.

- Major Marteka is on vacation
- Vice Commander not here—wife under weather so he won't be here.
- We have a new PAO-Brent Bisson
- Our Chaplain is in Europe
- I thought our CTWG Conference went really well. We had quite a few people. The Change of Command and the awarding of the DSM made things better.
- Six members came to our CLC.
- Will have seven or eight at the UCC in early June including a couple folks from other wings.
- We have a well-qualified applicant for the DDR position. This move will help Major Marteka concentrate on Cadet Programs.
- I'm in the process of looking for an IG for Wing. Lt Col McDonough has a new appointment in the court system and won't be able to be at Wing. A number of people have expressed an interest in the IG job. I am going to hold off on that until we get done with the GTE and the Safety Down Day.
- We are also looking for a new commander for Connecticut Minuteman. The Vice Commander is heading up that quest.
- The Vice Commander will be working on a model rocketry program for the squadrons.
- We have a big chunk of change coming from Region for flying. Please do so.
- In terms of flying aircraft—CTWG has the largest number of hours. Region needs to take 10 aircraft out of the region. I have asked that we not have one of our planes taken away.
- As soon as I finish negotiations with the Town of New Canaan, I will be able to have a parking spot for one of the vans.

#### **COLONEL HERBERT**

- Nothing to report

#### **COLONEL PALMER**

- There's never been a budget. Everybody just did their own thing. Many people don't know what a budget is. The Finance Committee came up with a budget form. The idea of the budget is that we know that areas use money but the Commander does not know what they use. Every department has some function where they will need money. Colonel Jensen cannot go to our Legislative Squadron to say we need money without showing them what we need it for. The legislator's need documentation. If he hands them one sheet to show them where we need money and he can go get us money.
- We sent out a form to the department heads with it due by April 26 and we only received three responses. I will be contacting the other directors and sit down and put together a budget. Once we get this done, every year it will be very easy.

## **LT COL HUCHKO**

- Want to echo also that this was a good conference this year.
- In regard to that, I believe, next year's conference will be April 27-28 at the Courtyard at Marriott. – we have the date already
- Will be working on the committee, etc. for next year.
- Colonel Sturges, would you like to introduce your new Emergency Services member.
- While National says Wing does not need a budget, the Finance Committee feels it is important for us to know where we are money wise. In order to do effective money control at Wing, we are going to institute a budget program for Wing. Colonel Palmer will speak about that. He has graciously accepted to help us out with this.
- I have a couple little housekeeping items to discuss. I was up here this weekend and there were a couple little furry creatures up here also. I also cleaned trash from areas where there was old food in the baskets. It wasn't from the SLS or CLC. I was hoping and would like you to keep your trash cans clean especially if you have food here. Clean it out—Lt Bailey has a lot of bags that will line the trash cans.
- Try to keep your areas clean. The Joint Commission for CVH did a spot inspection. We had three or four items to take care of. While they did not mention in the letter that we had clutter, they did mention it in my interview.
- Colonel Sturges and Capt Schinitis are working on the electrical problem in the back room to get us some air conditioning.
- Lt Bailey usually labels trash in the hall with a sign that says garbage. Perhaps you can pick up a bag or two and dispose in the dumpsters on your way out at night.
- Those who are a member of the staff, we can dismiss you now.

## **LT CERITELLO**

- ICS Kit is all set for the GTE.

## **COLONEL STURGES**

- Lt Tim Ceritello is now the Emergency Services Officer.
- CVH has been up here and looked at what we got in the way of electricity. They need to come up and meet with John and me so we can tell them what we want. It appears that they will provide it.
- The Operations Department has a lot of things going on next week and the whole rest of the fiscal year. Since the 8<sup>th</sup> of May we have been in an exercise with Canada called Ardent Century. For the most part, it was a paper exercise where they wanted to know what we had available. Out of all of our squadrons, all but two have responded to me. They have been sending me a list everyday for me to send in. The response from the squadrons was very outstanding.
- We have an opportunity to train our air crews on SDIS in New York. Our people can train on this.

- All airplanes are flying at the moment. I am not taking all airplanes to Brainard for the GTE.

#### **MAJ SHAPIRO**

- This past Saturday several of us went up to StraOps in Schenectady. There were a couple of Wing commanders there. A lot of questions and networking went on. It was a useful meeting.
- The GTE started on Monday with an initial tasking.
- The in-briefing for the weekend GTE exercises will be on Friday night and then the actual Saturday training will start at 0800 a.m.
- We need a minimum of two ground teams to meet the requirement.
- We will be operating under ICS—use their forms and some CAP forms that are needed.
- Have a new form that Washington State uses (Excel spreadsheet) to track finances for a mission. Hope to adapt one for vehicles later.
- NIHMS course – we now have four people going. It is being put on by an instructor from the Fire Academy. May 23 from 6-9 p.m. at the Charter Oak Chapter Red Cross Headquarters. Need to notify Jennifer Winslow that you will be coming.
- Salvation Army will be sending us a Chaplain to help us with the GTE.
- Wing Legal Officer will be at GTE also.
- On-line test for CD will be open after March deadline. It will be continually on line and not limited.
- The Comm Van will operate under part of Ground Operations rather than Comm.

#### **LT BAILEY**

- We should be picking up after ourselves. If you see trash lying there, pick it up and throw it away.

#### **LTC STIDSEN**

- Had a safety meeting at CTWG Conference and it was well attended.
- The new region safety policy is available and has been posted here. It should be posted on line, etc. Succinct and important to read.
- There will be a Safety Down Day this coming Sunday. Primarily just pilots. A video must be viewed. If a pilot does not attend the Safety Down Day, they will be grounded and not fly.
- All squadrons have gotten a copy of the Region Safety Policy.
- I will have the Safety Pledge printed and with the sign-in sheets so that they can see this.

#### **LT BISSON**

- I am looking forward to developing the Public Affairs Office.
- Will work with the squadron's PAO person. Would like to receive reports. We are only receiving one now.

**CAPT SCHINITIS**

- I have nothing at this point.

**LT SLEDGE**

- I have two ground teams ready for the GTE. I will send them out from their home base.

**LT LESLIE**

- Historian – I met with Col Blaskovich at the Wing Conference. I'm working on a couple little things in the Historian area.
- Working with Major Brown in Minnesota on Wing patches. He is looking for further submissions.
- Color Guard Competition – I will be taking the two flags from here tonight for the competition this weekend.
- Seven squadrons were represented at the Cadet Commander's Call at the Wing Conference. They are looking to continue the program of having a Cadet Commander's Call.
- Major Marteka is trying to kick CAC back into gear.

Meeting adjourned at 2030 local. Dismissed.

Respectfully submitted,

//signed//

Cassandra Huchko, LTC, CAP  
CTWG CS/DP